

Applicant Requirements:

- Enrolled in an accredited U.S. College or University.
- 18 years of age.
- Must be an Ohio resident or attending an Ohio college, university.

Internship Guidelines:

- Applicants must submit a complete Internship Application Packet.
- Applicants are asked to fulfill a minimum of 20 hours per week.
- Interns in the First Lady's office will be responsible for completing work in a variety of areas, including but not limited to; scheduling, research, constituent affairs, communications and advance. Some of the responsibilities may include: answering phones; taking messages; gathering information on groups or organizations; general clerical duties, and assisting in the planning of special events.

Internship Application Packet:

1. Please complete the designated application.
2. In addition to the application, all applicants must submit the following:
 - Current Resume
 - Completed Recommendation Form
 - Writing Sample (prompt and details can be found on application)

The packet can be submitted by email, mail, or fax.

Incomplete application packets will not be accepted.

Internship Application Process

1. Submit Application for Review
2. Phone Interview
3. Formal Interview
4. Background Check Application (only after interview)

Any questions, please contact Brittany Thompson at 614-995-2000 or brittany.thompson@governor.ohio.gov
Office of the First Lady fax 614-995-1742 (cover letter addressed to Brittany Thompson is required)

NAME:

DATE OF BIRTH:

SOCIAL SECURITY NUMBER:

E-MAIL:

UNIVERSITY/COLLEGE OF ENROLLMENT:

PHONE NUMBER(S):

COUNTY OF PERMANENT RESIDENCE:

ADDRESS:

PERMANENT ADDRESS:

COUNTRY OF CITIZENSHIP:

DRIVER'S LICENSE NUMBER:

HIGH SCHOOL OF GRADUATION:

COLLEGE ADDRESS:

MAJOR (INCLUDE MINOR AND/OR OPTION):

GRADUATION DATE AND DEGREE:

WILL YOU BE RECEIVING CREDIT FOR THIS INTERNSHIP?

IF SO, WHAT IS THE NAME OF THE PROGRAM?

APPLYING FOR: SPRING: SUMMER: FALL:

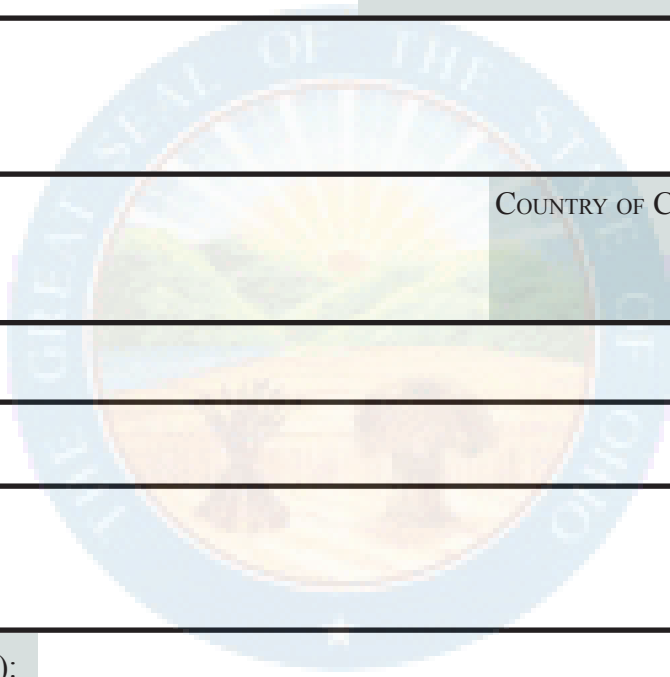
WHAT DAYS/HOURS WILL YOU BE AVAILABLE?

AREAS OF INTEREST:

DO YOU HAVE PREVIOUS WORK EXPERIENCE IN THE FEDERAL, STATE, OR LOCAL GOVERNMENT? PLEASE EXPLAIN:

DO YOU HAVE WEB DESIGN OR GRAPHIC DESIGN EXPERIENCE? IF SO, PLEASE EXPLAIN:

WRITING SAMPLE: PLEASE DESCRIBE YOURSELF AND YOUR FUTURE CAREER ASPIRATIONS (PLEASE ATTACH SEPERATE SHEET) 1000 WORDS OR LESS



RECOMMENDATION FORM

PRINT THIS FORM AND MAKE SURE THAT YOU SUBMIT 1 RECOMMENDATION.

NAME _____

I HEREBY WAIVE MY RIGHTS TO SEE THESE RECOMMENDATIONS.

STUDENT SIGNATURE _____

DATE _____

TO THE INDIVIDUAL COMPLETING THIS FORM:

PART OF THE APPLICATION INCLUDES ONE RECOMMENDATION FROM EITHER A FACULTY MEMBER OR EMPLOYER. THE OFFICE OF THE FIRST LADY WOULD APPRECIATE A CANDID REFERENCE ON THE ABOVE NAMED CANDIDATE. THANK YOU FOR TAKING THE TIME TO FILL OUT THIS FORM.

NAME: _____

HOW LONG HAVE YOU KNOWN THIS CANDIDATE? _____

WHAT CAPACITY HAVE YOU KNOWN THE INDIVIDUAL? _____

PLEASE LIST FIVE ADJECTIVES THAT BEST DESCRIBE THE CANDIDATE: _____

PLEASE RATE THE CANDIDATE IN THE FOLLOWING AREAS. [ON A SCALE OF 1 (POOR) TO 5 (OUTSTANDING)]

MATURITY	1	2	3	4	5
RESPECT FOR OTHERS	1	2	3	4	5
HONESTY	1	2	3	4	5
DISCRETION	1	2	3	4	5
WORK HABITS	1	2	3	4	5
GENERAL APPEARANCE	1	2	3	4	5
ORGANIZATIONAL SKILLS	1	2	3	4	5
EMOTIONAL STABILITY	1	2	3	4	5
MOTIVATION	1	2	3	4	5

WOULD YOU RECOMMEND THE CANDIDATE:

WITH SOME RESERVATION _____ WITHOUT RESERVATION _____ ENTHUSIASTICALLY _____

ADDITIONAL COMMENTS

PLEASE ADD A FEW COMMENTS AS TO WHY YOU BELIEVE THIS APPLICANT WOULD OR WOULD NOT MAKE A SUCCESSFUL INTERN. _____

SIGNATURE: _____

DATE: _____

TELEPHONE NUMBER: _____

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS FORM. PLEASE SEND THE COMPLETED FORM TO:

OFFICE OF THE FIRST LADY C/O BRITTANY THOMPSON 77 S.HIGH ST. FLOOR 30 COLUMBUS, OH 43215

QUESTIONS? 614-995-2000